

REIMBURSEMENT OF NAVAL ACQUISITION INTERN OVERTIME AND AWARDS INFORMATION SHEET

Please pass this information sheet to the appropriate budget analyst who is providing funding.

Block 10 of the funding document (NAVCOMPT 2275) should be addressed to:

**Chief, CNET
250 Dallas Street
ATTN: Bryant Cowling
Pensacola, FL 32508-5220**

UIC: N68566

FAX: (850) 452-8963, DSN: 922

The document should state the purpose of the funds and specify CMS INTERN OVERTIME OR AWARDS

Mail or fax funding documents to the above address. If you fax the document, mail the original also.

Fax a courtesy copy of the funding document to CMS, ATTN: Gladys Walls, Mechanicsburg, PA on fax number (717) 605-1980 or 4675.

When specific overtime or awards are to be paid using the funds provided on NAVCOMPT 2275, send justification to only CMS. CNET has no need for this information. Please assure that the justification document you submit contains the following data elements:

- * Intern Name
- * Intern SSN
- * For award -- Dollar amount to be paid
- * For overtime -- Intern Grade/Step and overtime rate with 21% acceleration
- * For overtime -- Projected hours of overtime
- * **Applicable funding document number shown in Block 2 of NAVCOMPT Form 2275**
- * Type of payment (overtime or award)
- * Justification Statement
- * Signature and title of authorizing official

Fax the justification form(s) to Gladys Walls on fax number (717) 605-1980 or 4675.